

## Milestones to Success - Delegation

Listed below are some of the skills and techniques which will form an important part in your success on the delegation skills training course. They are organised into 5 categories – sometimes referred to as the 5 drivers or milestones to success. So that you can identify the benefits you want to gain and to measure your progress tick the circles alongside the areas that you identify as being particularly relevant to you, then prioritise the 5 main areas in order of importance: 1 being the highest, 5 the lowest.

### Reasons for Delegation

- Are there tasks that I should be delegating to others?
- Do I believe that I am the only person who can do this effectively?
- Have I continued doing tasks from a previous role?
- Do I think that my team are too busy to take on more?

### Setting Expectations

- Setting clear expectations with my people when I delegate
- Setting clear timetables
- Providing the resources needed
- Following up regularly to check progress

### Selecting the Person

- Identifying the core skills and attributes needed
- Considering experience in the individual
- Considering the development needs of my people
- Communicating clearly why they have been chosen

### The Delegation Meeting

- Clearly communicating the results to be achieved
- Setting rules and limitations
- Asking the person for an action plan
- Setting responsibility and accountability
- Agreeing and confirming the plan with the person

### Progress and Follow up

- Agreeing frequency of reviews to check progress
- Delivering feedback
- Managing underperformance in delivering the delegated task
- Recognising success

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[www.axiodevelopment.co.uk](http://www.axiodevelopment.co.uk)  
[info@axiodevelopment.co.uk](mailto:info@axiodevelopment.co.uk)  
 0161 764 1421

What will progress in these areas allow you to achieve?